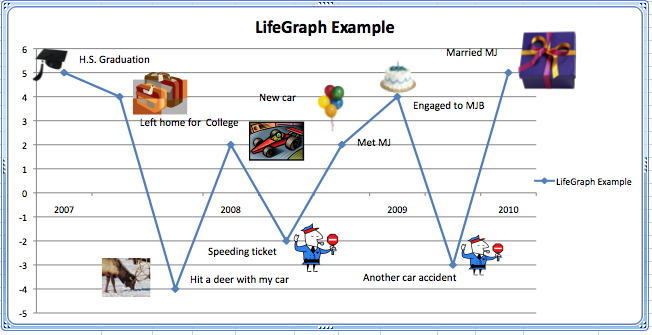
LifeGraph Directions – Jim Bowen

Thanks to Dr. Susan Cramer

Using charts in spreadsheets to illustrate events, data, concepts and ideas can improve student understanding of lessons. Creating charts using Microsoft Excel is quite easy and yields professional looking results. Your LifeGraph chart will describe and illustrate recent events in your life.

The **Understanding by Design** (“**backward design**”) method of teaching a lesson starts with a description of what the completed activity should look like and then goes backward to the beginning of the lesson. (**Beginning with the end in mind to  design thematic units.***)* Here is an example of a completed LifeGraph.



To start with your LifeGraph, take a moment and reflect on the ups and downs of the your life as they relate to teaching language arts or teaching in general.

Then write down each year (2009, 2010, 2011 and 2012) and list next to them **2-3 major events** that stand out in your memory. These may be **successes** – got your first car, graduated from high school – **or** **less happy events** – accident with your first car, the war in Iraq or Afghanistan – but each impacted you personally.

Next, **weigh** each of these events from a very positive experience (5) to a very negative experience (-5). This gives you a scale with a range including -5, -4, -3, -2, -1, 1, 2, 3, 4, 5. As these are to be significant events, it’s understood that the middle of the scale will be less utilized.

Now, take this information to create your LifeGraph using the following instructions.

# Entering Your Data -- These directions are for a Mac, look for similar commands on your home machine

* Open a **new Microsoft Excel workbook**.
* Make sure the **Standard** Toolbar is open. (View>Toolbars>Standard)
* Make sure the **Ribbon** Toolbar is displayed. (View>Toolbars>Ribbon) The Ribbon contains groups of tools for use with Word. The Ribbon contains command buttons grouped by task. **(The tools displayed on the ribbon change depending on the** **current section view.)**
* Make sure the **Formula Bar** is open. (View>Formula Bar)
* Enter your data in the spreadsheet in the following order:
  1. Row 1 (years) – **leave cell A1 blank**, type in the years when each event occurred.
  2. Row 2 (event weightings) – in cell A2, enter “LifeGraph” then enter the weight (-5 to +5) for each event in Row 2.

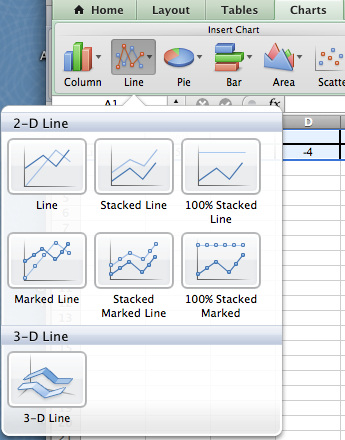
**Example**:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 2009 |  |  | 2010 |  |  | 2011 |  | 2012 |
| LifeGraph | 5 | 4 | -4 | 2 | -2 | 2 | 4 | -3 | 5 |

* **Save your new document to your desktop**.

# Graphing Your Data/Life using the Charts Wizard

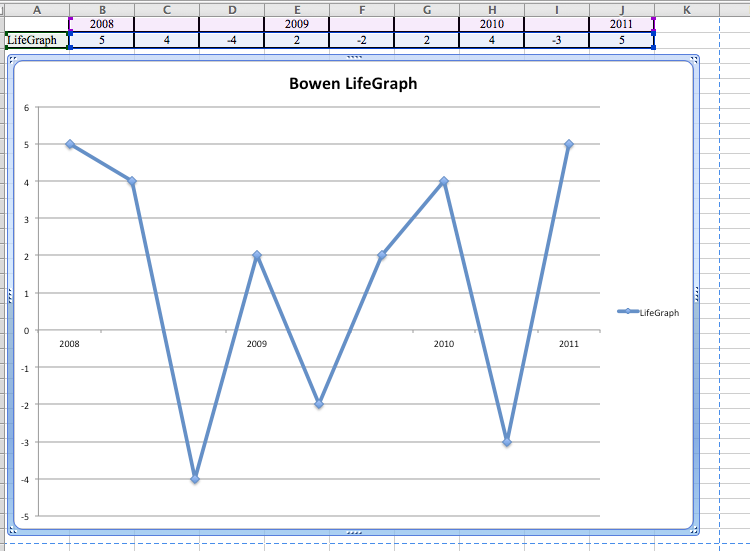
* Highlight/select all your data, including the blank cell A1.
* On the Ribbon Toolbar, click on the Charts Tab to open up the charts Options.



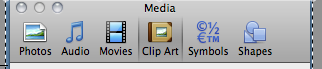
* Click on the **Line Down Arrow**
* Select **Stacked Marked Line.**
* Look at the graph shown. Check to make sure your all of your data is included.
* Use the corner handles of the graph to resize it and move it so that it fits on the page without going over to another page.

# Adding Text and Graphics to Your Graph

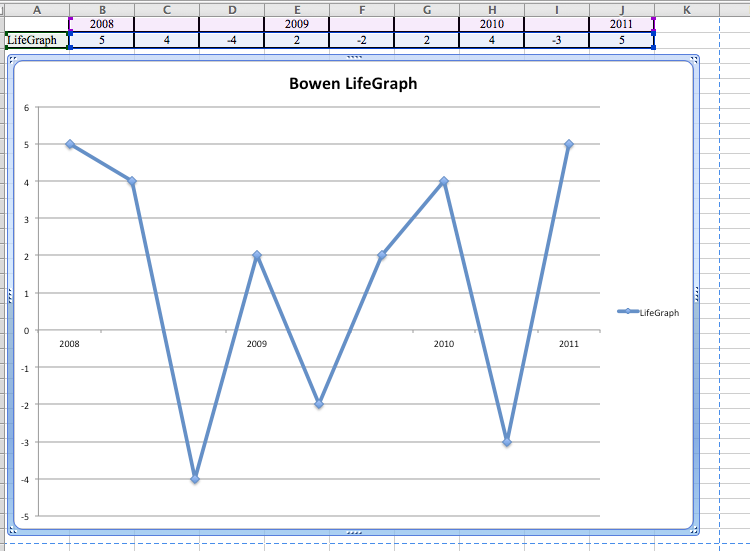
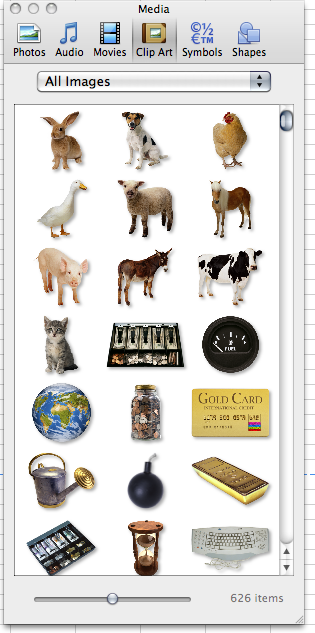
* The chart title should currently read “LifeGraph” (taken from text in cell A2).
* Click inside the **Title Textbox** and **type your last name in front of the word LifeGraph**. The example shown below shows data for the Bowen LifeGraph.



* **Click on the spreadsheet outside of the graph**.
* Use **Insert>Textbox** to draw textboxes on the chart to describe in words each event in your life. (At this point, if you wished, you could copy the graph to MS Word and edit it from there. The following instructions tell how to edit it in Excel.)
* On the **Standard** toolbar, click **Show or hide the Media Browser**
* On the Media Browser Menu, click on **Clip Art**.



* Use **Insert>Textbox** to draw textboxes on the chart to describe in words each event in your life. (You may need to click outside of the graph to be able to use Insert>Textbox.)
* Click inside the chart and then **drag and drop the clipart** you want to the chart to describe and illustrate **each** event. Or, go to the web, find a graphic to illustrate your idea and add it to your graph. Be sure to make a list on your graph of the address from which you borrowed your web graphics.



* Make sure each event is both described in a textbox and illustrated with a piece of clip art.
* If you resize or move the graph after you add textboxes and clip art, you may need to move the textboxes and clip art to the correct locations on the graph.
* Most often one uses their LifeGraph within a larger paper. So, copy your graph to a Word document or Google Document and use it with your narrative.
  + Word: Having trouble getting your graph with images and text boxes into a Word document? Try taking a screen shot of the graph then pasting it into your document. See [Handy Tools](http://325cramer.wikispaces.com/Handy+Tools" \t "_blank) page on our course wiki if you don't know how to take a screen shot. Once you have the graphic on your Word document, right click to save graphic as a picture.
  + Google Doc (save lifegraph as a picture – jpg – then insert graphic into doc). Be sure to give people access to the document so they can view it.
* **Lost, confused, screaming, crying? Take a deep breath, email what you have to yourself then come to class and ask questions. We will get you sorted out.**